



MyAmeriCorps 2018 Member Enrollment Process



Purpose

- The following presentation will guide AmeriCorps program users through the AmeriCorps member enrollment process in the MyAmeriCorps Portal.
- This presentation represents grantee requirements for enrolling members in the Portal as of July 2, 2018.



Important Considerations



- This presentation focuses on the functionality of the MyAmeriCorps member management system.
- Programs must conduct screening of prospective members as part of the recruitment and selection process.
- The screening must include:
 - Citizenship eligibility
 - A national sex offender public website check prior to selecting the applicant
 - State/FBI checks

Presentation Content



- Member Enrollment Basic Rules
- Member Enrollment Workflow—Main Steps
- Member Enrollment Process:
 - How to create a member invitation
 - How to complete SSN, Citizenship, and Criminal History Check Verification Information of the member enrollment form
 - How to complete Placement Information of the member enrollment form
- Member Enrollment Workflow—Timing and Examples
- What will applicants see?
- Resources

Member Enrollment Basic Rules

- Verify SSN validity and citizenship eligibility automatically or by hand in Portal when member accepts invitation
- Before AmeriCorps member's first day of service:
 - Complete NSOPW
 - Initiate State/FBI background checks
 - Verify these steps are completed in Portal
- Certify member enrollment no later than 5th calendar day from member's start

Member Enrollment Basic Rules— What's changed in 2018?

- ***Verify SSN validity and citizenship eligibility automatically or by hand in Portal when member accepts invitation***
- Before AmeriCorps member's first day of service:
 - Complete NSOPW
 - Initiate State/FBI background checks
 - ***Verify these steps are completed in Portal***
- Certify member enrollment ***no later than 5th calendar day*** from member's start

Member Enrollment Workflow—Main Steps

1. Service opportunity

- All opportunities are required in the Portal

2. Invitation and Acceptance

- Once applications are reviewed, programs create and send an invitation to prospective members
- Invited members accept the invitation and complete member portion of the enrollment form

3. SSN/Citizenship Verification

- Invited member records go to the Social Security Administration to verify SSNs and citizenship
- Programs collect verification from invited members if verification is not received from SSA and submit it to the CNCS Hotline

4. CHC Verification

- Programs complete SSN, citizenship, and criminal history check verification section of the enrollment form

5. Start Date and Service Location

- Programs complete Placement Information of the enrollment form to activate a member
- Members are enrolled

1. Service Opportunity Listings

- As of July 2, 2018, all grantees are required to post all service opportunities in the MyAmeriCorps Portal.
- Find instructions for completing listings on the AmeriCorps Knowledge Network:
 - www.nationalservice.gov/resources/ameriCorps/member-assignment-listings

2. Invitation and Member Acceptance

- Programs send invitations to serve in AmeriCorps to prospective members.
- Members accept their service assignment by clicking on a link in the invitation email that will complete the registration.

What Programs See: Invite Members

eGrANTS

Welcome Alyson

Portal Home

- Trainee Profile
- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members**
- Manage Events
- Manage Programs
- Manage Service Locations
- Manage Users
- Recruitment Workbasket
- S&N Workbasket
- S&N Reports
- VISTA Workbasket
- VISTA Reports

Invite Member

After completing the following fields with member and program information, the member will receive an email with information for Portal registration and the ability to complete the member portion of the enrollment form. Click "add another" to send another invitation after this one; otherwise, click "save invitation" to just send this one invitation. [Click here for help.](#)

* First Name:

Middle Name:

* Last Name:

* Social Security Number:

* Verify Social Security Number:

* Date of Birth: mm/dd/yyyy

* E-Mail Address:

* Program Year:

* Program Title:

Service Location:

Batch Uploads

If you would like to submit a batch of member information to receive invitations, you may upload a XML file via the [Batch Invitation Form](#).

Enter applicant's data and select the program, grant year, and service location from the drop-down lists.

Click on **add another** to send the current invitation and enter another.

Click on **save** to **send** one invitation and return to your home page.

3. SSN and Citizenship Verification

- The Portal will submit the record to the Social Security Administration (SSA) as soon as the member completes and saves her section of the enrollment form.
- By the morning of the next business day, the record will indicate “Verified” or, if not verified, “Returned” in the Portal:
 - If verified by SSA, then the enrollment process will proceed to the next step.
 - If not verified by SSA, then the program will collect additional documentation and submit it to the CNCS hotline.
 - If additional documentation is sufficient to verify eligibility, then CNCS staff will manually update the Portal record and the enrollment process will continue.
 - If the additional documentation is not sufficient, the program will be notified, and the member cannot be enrolled.

What Programs See: Pending Enrollment Workbasket

5/22/2018, 11:35 AM, EDT

home my account help logoff

Corporation for
NATIONAL &
COMMUNITY
SERVICE

eGRANTS

Welcome Alexandria

Portal Home

- Trainee Profile
- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- SSN & Citizenship Status
- Manage Events
- Manage Programs
- Manage Service Locations
- Manage Users
- Recruitment Workbasket
- S&N Workbasket
- S&N Reports
- VISTA Workbasket
- Sponsor Verification
- VISTA Reports

Workbasket

Pending Applications Pending Invitations **Pending Enrollments** Status Change Requests Pending Exits

Click here for help.

Results 1 Through 1

Your search returned 1 results.

Name ▾	Program ▾	Program Year ▾	Role ▾	Date Submitted ▾	Request Type ▾	Member Enrollment Status ▾	
Jim Stone	City Year Baton Rouge	2017		05/22/2018	invitation		Delete?

Programs will see a list of individuals who have accepted their invitations to serve.

What Programs See—New Section: SSN and Citizenship Verification

☐ College Resource Fair
☐ Facebook ad or on Facebook in general
☐ Twitter
Other social media platform:
Please specify:
☐ AmeriCorps online recruitment system
☐ Job search Web page
☐ State Service Commission

SSN, Citizenship, and Criminal History Verification
Before a member may be enrolled into the National Service Trust they must have: 1) the member's SSN be in a Verified or Manually Verified status; 2) a completed National Sex Offender Public Information System (NSOPW) check; and, 3) the program initiated state of service and state of residence checks and FBI check for this individual.

SSN Status: Pending 05/20/2018
Citizenship Status: Pending 05/20/2018

NSOPW Check: ☐ I certify that I have conducted, reviewed, and submitted the results of a nationwide NSOPW.gov check (with all jurisdictional information NSOPW.gov reporting) for this individual.
State of Residence, State of Service, and FBI check initiation: ☐ I certify that I have initiated the state of service and state of residence checks and FBI check, as appropriate, required for this individual.
Bruce Wayne - 05/20/2018. [i]

* Please click "save information" after clicking the certification checkboxes in this section.

Placement Information
A member's start date may not be earlier than any of the following: the date you receive confirmation that the member's SSN is correct, the date you receive confirmation of a member's citizenship eligibility, the certification date for completion of the NSOPW, the certification date for the state of service/residence and/or FBI check initiation. In addition, you have five (5) days from the member's start date to certify the member's enrollment.

* Start Date:
* Program Year: 2017 [v]
* Program Title: CCC-Camarillo Center Education Awards Program - Camarillo, CA [v]
Service Location: CCC-Camarillo Center [v]
* Slot Type: [v]

* ☐ I, SETES, certify this form as of 05/25/2018. [i]

I understand that a knowing and willful false statement on this form can be punished by one or more of the following: a fine or imprisonment or both under Section 1001 of Title 18, U.S.C., exclusion from participation in federal programs, and forfeiture of benefits I may receive as a result of my enrollment or other actions authorized by the Civil Fraud Remedies Act, 31 U.S.C. 3801-3812.

This is a new section of the enrollment form; programs will see the SSN and citizenship verification status. In this example, both are pending. This means the member's information is being verified by SSA.

What Programs See—New Section: Participant Information

☐ College Resource Fair
☐ Facebook ad or on Facebook in general
☐ Twitter
Other social media platform:
Please specify:
☐ AmeriCorps online recruitment system
☐ Job search Web page
☐ State Service Commission

SSN, Citizenship, and Criminal History Verification
Before a member may be enrolled into the National Service Trust they must have: 1) their SSN and Citizenship be in a Verified or Manually Verified status; 2) a completed National Sex Offender Public Website check (NSOPW) and, 3) the program initiated state of service and state of residence checks and FBI check, as appropriate, required for this individual.

SSN Status: Pending 05/20/2018
Citizenship Status: Pending 05/20/2018

NSOPW Check: ☐ I certify that I have conducted, reviewed, and adjudicated the results of a nationwide NSOPW.gov check (with all jurisdictions on NSOPW.gov reporting) for this individual.
State of Residence, State of Service, and FBI check: **Bruce Wayne - 05/20/2018.** ☐
Initiation: ☐ I certify that I have initiated the state of service and state of residence checks and FBI check, as appropriate, required for this individual.
Bruce Wayne - 05/20/2018. ☐

* Please click "save information" after clicking the certification checkboxes in this section.

Placement Information
A member's start date may not be earlier than any of the following: the date you receive confirmation that the member's SSN is correct, the date you receive confirmation of a member's citizenship eligibility, the certification date for completion of the NSOPW, the certification date for the state of service/residence and/or FBI check initiation. In addition, you have five (5) days from the member's start date to certify the member's enrollment.

* Start Date:
* Program Year: 2017
* Program Title: CCC-Camarillo Center Education Awards Program - Camarillo, CA
Service Location: CCC-Camarillo Center
* Slot Type:

* ☐ I, SETES, certify this form as of 05/25/2018. ☐

I understand that a knowing and willful false statement on this form can be punished by one or more of the following: a fine or imprisonment or both under Section 1001 of Title 18, U.S.C., exclusion from participation in federal programs, and forfeiture of benefits I may receive as a result of my enrollment or other actions authorized by the Civil Fraud Remedies Act, 31 U.S.C. 3801-3812.

The text for this section of the enrollment form is new; programs will enter placement information prior to enrolling the member.

4. CHC Verification



- Programs will complete SSN, criminal history, and citizenship verification of the enrollment form:
 - Certify NSOPW is complete
 - Certify State/FBI checks are initiated, per CNCS regulations
 - Press Save button in the Portal

What Programs See: CHC Verification

☐ College Resource Fair
☐ Facebook ad or on Facebook in general
☐ Twitter
Other social media platform:
Please specify:
☐ AmeriCorps online recruitment system
☐ Job search Web page
☐ State Service Commission

SSN, Citizenship, and Criminal History Verification
Before a member may be enrolled into the National Service Trust they must have: 1) their SSN and Citizenship status be in a Verified or Manually Verified status; 2) a completed National Sex Offender Public Website check (NSOPW.gov); and, 3) the program initiated state of service and state of residence checks and FBI check, as appropriate, required for this individual.

SSN Status: Pending 05/20/2018
Citizenship Status: Pending 05/20/2018

NSOPW Check: ☐ I certify that I have conducted, reviewed, and adjudicated the results of a national NSOPW.gov check (with all jurisdictions on NSOPW.gov reporting) for this individual.
State of Residence, State of Service, and FBI check initiation: ☐ I certify that I have initiated the state of service and state of residence checks and FBI check, as appropriate, required for this individual.
Bruce Wayne - 05/20/2018.

* Please click "save information" after clicking the certification checkboxes in this section.

Placement Information
A member's start date may not be earlier than any of the following: the date you receive confirmation that the member's SSN is correct, the date you receive confirmation of a member's citizenship eligibility, the certification date for completion of the NSOPW, the certification date for the state of service/residence and/or FBI check initiation. In addition, you have five (5) days from the member's start date to certify the member's enrollment.

* Start Date:
* Program Year: 2017
* Program Title: CCC-Camarillo Center Education Awards Program - Camarillo, CA
Service Location: CCC-Camarillo Center
* Slot Type:

* ☐ I, SETES, certify this form as of 05/25/2018.

I understand that a knowing and willful false statement on this form can be punished by one or more of the following: a fine or imprisonment or both under Section 1001 of Title 18, U.S.C., exclusion from participation in federal programs, and forfeiture of benefits I may receive as a result of my enrollment or other actions authorized by the Civil Fraud Remedies Act, 31 U.S.C. 3801-3812.

Programs will certify the NSOPW is complete and that State/FBI checks are initiated, per CNCS requirements.

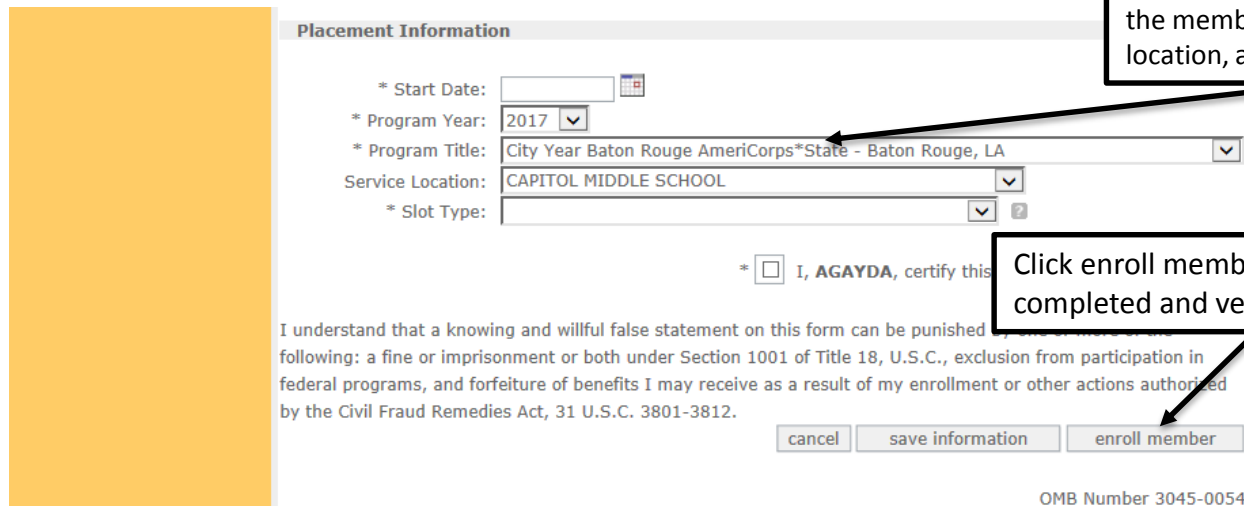
Be sure to select Save after entering the requested information.

5. Start Date and Service Location

- Programs complete the Placement Information section of the enrollment form:
 - Enter member start date
 - Enter service location
 - Enter slot type, if necessary
 - Select Enroll Member

What Programs See: Start Date and Service Location

- At the bottom of the enrollment form:



The screenshot shows the 'Placement Information' section of an enrollment form. It includes fields for Start Date, Program Year (2017), Program Title (City Year Baton Rouge AmeriCorps*State - Baton Rouge, LA), Service Location (CAPITOL MIDDLE SCHOOL), and Slot Type. Below these fields is a checkbox for 'I, AGAYDA, certify this' and a disclaimer about false statements. At the bottom are buttons for 'cancel', 'save information', and 'enroll member'. An OMB Number 3045-0054 is visible at the bottom right.

Placement Information

* Start Date:

* Program Year: 2017

* Program Title: City Year Baton Rouge AmeriCorps*State - Baton Rouge, LA

Service Location: CAPITOL MIDDLE SCHOOL

* Slot Type:

* ☐ I, AGAYDA, certify this

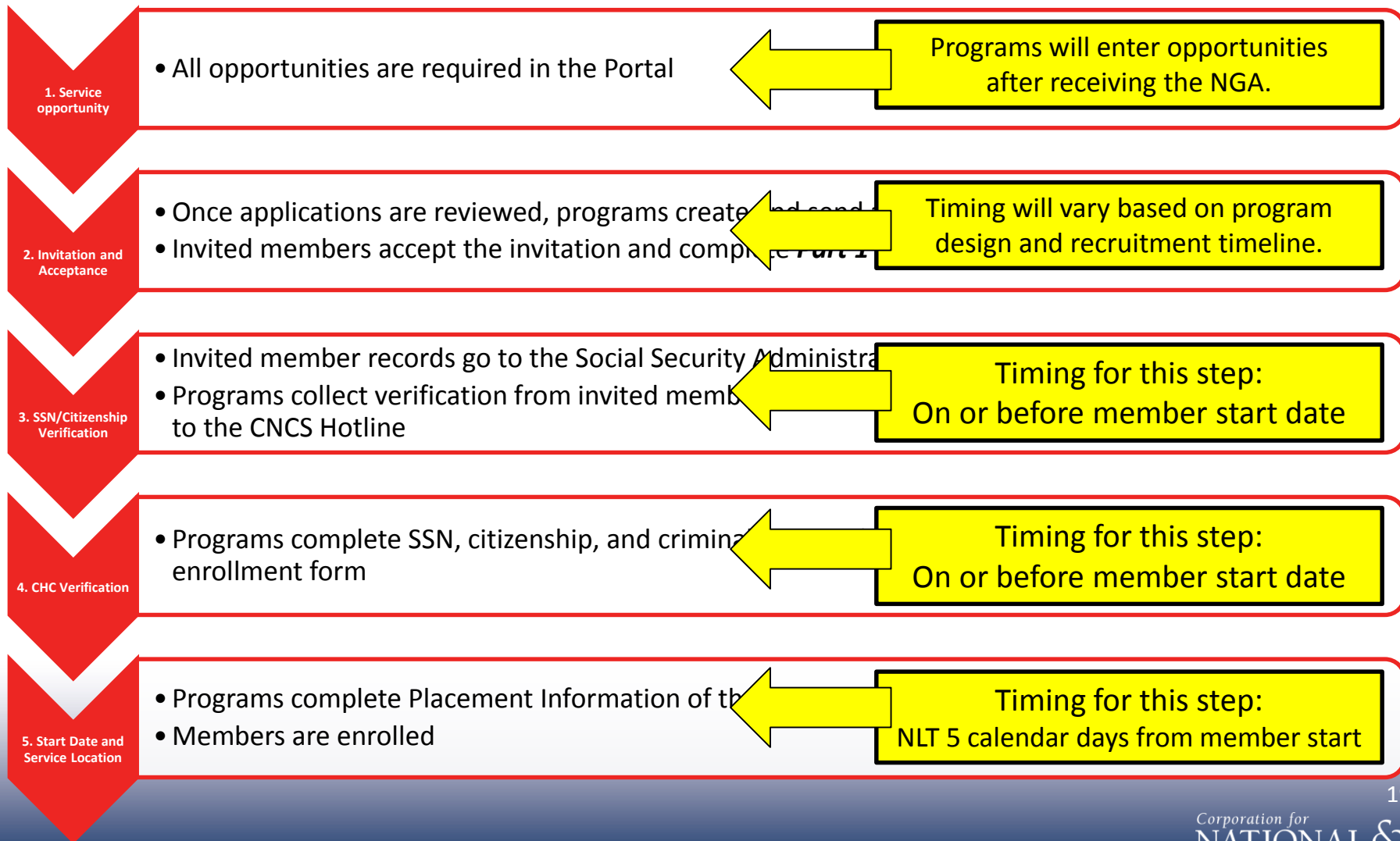
I understand that a knowing and willful false statement on this form can be punished by the following: a fine or imprisonment or both under Section 1001 of Title 18, U.S.C., exclusion from participation in federal programs, and forfeiture of benefits I may receive as a result of my enrollment or other actions authorized by the Civil Fraud Remedies Act, 31 U.S.C. 3801-3812.

OMB Number 3045-0054

Programs complete the Placement Information section of the enrollment form by entering the member start date, service location, and slot type.

Click enroll member when all steps are completed and verified.

Member Enrollment Workflow—Main Steps



Member Enrollment Workflow Example 1

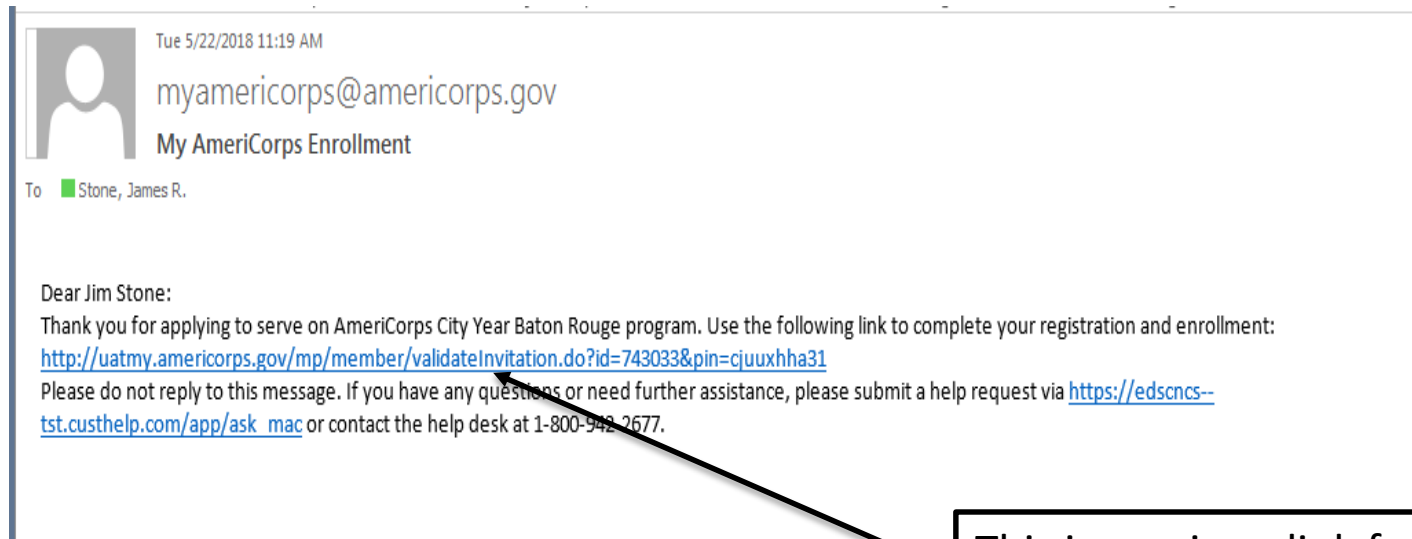
- This is a training example to illustrate key Portal enrollment steps and timing; specific dates below were set by the program and do not reflect CNCS requirements.
- In this example, all members start on the same day; that day is also the program start date in the Portal (August 1):
 - Program will recruit and screen applicants until May 31
 - Program will send all invitations to prospective members by June 5
 - Members will accept and citizenship will be verified by SSA by June 30
 - Program will complete NSOPW and initiate State/FBI checks by July 1
 - Program will verify CHC checks in the Portal by July 5
 - Members will begin service, and the program will certify enrollment in the Portal on August 1

Member Enrollment Workflow Example 2

- This is a training example to illustrate key Portal enrollment steps and timing; specific dates below do not reflect CNCS requirements.
- In this example, members begin service at different times of the program year, and the program start date is September 1. This is the timing for the first cohort of members to enroll:
 - Program will recruit and screen continuously; selection for the first cohort will conclude on August 15
 - Program will send invitations to prospective members on August 16
 - Members will accept and citizenship will automatically be verified by SSA
 - Program will complete NSOPW and initiate State/FBI checks before the member start date
 - Program will verify eligibility and checks in Portal before member's start date
 - Members will begin service on September 1, and the program will certify enrollment in the Portal within 5 calendar days (e.g., if a member starts on Monday, then the program must enroll her by COB on Friday)

What will applicants see?

- Text of invitation to serve message:



This is a unique link for each applicant.

What will applicants see?

- Applicant screen from invitation email:


The screenshot shows the 'My AmeriCorps' website interface. At the top, there is a header with the 'Corporation for NATIONAL & COMMUNITY SERVICE' logo, the 'My AmeriCorps' logo with the tagline 'Your Place to Manage Your AmeriCorps Experience', and links for 'Contact My AmeriCorps | Login' and 'FONT SIZE: Default | Large'. The main content area is titled 'Invitation Verification'. Below this title is a form with the following fields:

- * Last Name:
- * Date of Birth: (mm/dd/yyyy)
- * SSN: eg. 123456789
- * E-mail:

Below the form, there is a note: 'Please complete all required fields. An asterisk (*) denotes a required field. By clicking on "login" you are agreeing to the terms and conditions outlined below:'. At the bottom right of the form is a 'submit' button. The footer of the page contains links: 'Contact Us | Newsletters | Site Map | Site Index | Office of Inspector General | FirstGov | Privacy | Accessibility | FOIA | No Fear Act | Federal Register Notices | Site Notices', the date 'Last updated: Wednesday, May 16, 2018, 04:25 PM', and the release version 'Release version: 6.9'.

What will applicants see?

Corporation for
NATIONAL &
COMMUNITY
SERVICE



My AmeriCorps
Your Place to Manage Your AmeriCorps Experience

Contact My AmeriCorps | Login
FONT SIZE: Default | Large

Enrollment Form

[Click here for help.](#)

Thank you for verifying your invitation. Please complete your enrollment information below.

Invitation Information

First Name: Jim	SSN: ***-**-1999
Middle Name/Initial:	Date of Birth: 04/04/1944
Last Name: Stone	E-Mail: jstone@cns.gov

Enrollment Information

* Permanent Address Line 1:

Permanent Address Line 2:

* Permanent City:

* Permanent State:

* Permanent Zip:

* Permanent Zip Plus:

Permanent Home Phone:

Permanent Work Phone:

To use your mailing address as your permanent address [click here](#)

* Mailing Address Line 1:

Mailing Address Line 2:

* Mailing City:

* Mailing State:

* Mailing Zip Code:

* Mailing Zip Plus:

Mailing Home Phone:

Mailing Work Phone:

CNCS gathers information about sex, race, ethnicity, and other demographic information to ensure opportunities are provided to serve for people of all conditions. This information will be held confidentially, and will solely be used for data analysis to assist us in ensuring we serve all Americans equally. The information you provide will not be used in any way to determine or affect any federal benefit. Your responses are required in order to be enrolled as an AmeriCorps member, but will be kept confidential.

* Sex:

* Citizenship Status:

*Citizens of the US include persons born in Puerto Rico, Guam, the US Virgin Islands, and the Northern Mariana Islands. Nationals of the US include persons born in America Samoa, including Swains Island.

**Generally, you are a Lawful Permanent Resident Alien of the US if you are a US permanent resident with (i) a Permanent Resident Card, INS Form I-551; (ii) an Alien Registration Receipt Card, INS Form I-551, (iii) a passport indicating that the INS has approved it as temporary evidence of lawful admission for permanent residence; or (iv) an I-94 indicating that the INS has approved it as temporary evidence of lawful admission for permanent residence. NOTE: A student visa does not confer eligibility to enroll in an AmeriCorps program.

*** You are an asylee if you have a Form I-94 with asylum granted stamp, form I-766 with Category "A5", "AD5", or "A-5", or an Order of the Immigration Judge granting asylum.

* What is the highest level of education you have completed?:

Please Select

All Honorably Discharged veterans qualify for Nomination for the Presidents Volunteer Service Award.

☐ I am a veteran

☐ I am an active duty member of the U.S. Armed Forces

☐ I am a member of the National Guard or Reserve Component

☐ I am an immediate family member of a veteran

* What is your military, veteran, or family

I am an immediate family member of a veteran

Member Enrollment Form

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Corporation for
NATIONAL &
COMMUNITY
SERVICE

AmeriCorps | Senior Corps | Volunteer Generation Fund

What will applicants see?

* What is your military, veteran, or family member status? (Check all that apply):

☐ I am an immediate family member of a veteran

☐ I am an immediate family member of an active duty member of the U.S. Armed Forces

☐ I am an immediate family member of a National Guard Member or Reservist

☐ I am not in the military, a veteran or a family member of someone in the U.S. Armed Forces

* Are you registered to Vote?:

* Which of the following categories best describes your racial origin? (Check all that apply):

☐ American Indian or Alaska Native

☐ Asian or Asian American

☐ Black or African American

☐ Native Hawaiian or Other Pacific Islander

☐ White

☐ Other

* Which of the following options best describes your ethnic origin?:

☐ Article (online, newspaper, or magazine)

☐ Advertisement in a newspaper/magazine

☐ Guidance counselor/teacher

☐ Parent/relative

☐ Current or former AmeriCorps Member

☐ Friend

☐ TV commercial

☐ Radio commercial

☐ AmeriCorps recruiter/representative

☐ Received information in the mail

* How did you hear about this program? (Check all that apply):

☐ AmeriCorps program poster

☐ Other. Please specify:

☐ Recruitment brochure

☐ College Resource Fair

☐ Facebook ad or on Facebook in general

☐ Twitter

☐ Other social media platform. Please specify:

☐ AmeriCorps online recruitment system

☐ Job search Web page

☐ State Service Commission

Enter Your Desired Login Information Below

* Desired User Name:

* Password:

* Confirm Password:

I understand that a knowing and willful false statement on this form can be punished by one or more of the following: a fine or imprisonment or both under Section 1001 of Title 18, U.S.C., exclusion from participation in federal programs, and forfeiture of benefits I may receive as a result of my enrollment or other actions authorized by the Civil Fraud Remedies Act, 31 U.S.C. 3801-3812.

cancel

save information

OMB Number 3045-0054

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FOIA | No Fear Act | Federal Register Notices | Site Notices
Last updated: Wednesday, May 10, 2018, 04:25 PM
Release version: 6.9

Member Enrollment Form

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Resources



- CNCS contact during 2018 enrollment process transition period:
 - Jim Stone, Senior Program & Project Specialist, AmeriCorps State and National, jstone@cns.gov
- CNCS hotline:
 - 1-800-942-2677
 - <https://questions.nationalservice.gov>
- Instructions for creating member service opportunities:
 - www.nationalservice.gov/resources/ameri corps/member-assignment-listings
- 2018 member enrollment process memo and PPT:
 - www.nationalservice.gov/build-your-capacity/grants/managing-ameri corps-grantsMan grants page

Thank you!

